



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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Reporting a Work-Related Injury (For All NON-Public Safety Employees)

- ❖ Employee must report the injury to his/her immediate supervisor or department head **as soon as possible**.
- ❖ If the injury is not urgent but necessitates medical attention, the employee must report to one of the following locations for treatment of injuries that occur between the hours of 8 am - 8pm, Monday - Friday:
 - AFC Urgent Care – Methuen location (380R Merrimack Street, 978-975-0700)
 - AFC Urgent Care – North Andover location (129 Turnpike Street, 978-470-0800)
 - MedExpress Urgent Care – Methuen location (2 Broadway, 978-688-4180)

You may also go to any location that accepts workers comp, please make sure they know it is a WC injury and have them call HR for billing information. It would be helpful if a representative from the employee's department called the Urgent Care location prior to sending the employee. If an injury occurs after the listed hours, the employee should go to the nearest emergency room

- ❖ If an injury is **severe AND requires immediate attention**, and ambulance may be called, or the employee can go to the nearest emergency room. Follow up with one of the Urgent Care locations (see above) must take place.
- ❖ If the treatment/diagnosis requires the individual to be out of work, it will be indicated on the paperwork from the Urgent Care Center.
- ❖ If the employee is going to be out **for less than 5 work** days or has been returned to modified/light duty status, a *Form 118* (attachment #3) and a Medical Authorization form (attachment #5) must be completed.
- ❖ If the employee is going to be out **for 5 or more work** days, a *Form 101* (attachment #4) and a Medical Authorization form (attachment #5) must be completed. Please note this will result in the employee being placed on Worker's Compensation Claim (where they will be paid 60% of their regular pay).
- ❖ Please note that the first five days of an injury must be covered by the employee's own sick time. The day of the injury is considered a regular work day and the first full day after the incident begins the sick leave.

Even if the employee does not require medical attention, the incident should still be reported on a Form 118 as a Report Only claim.

Forms need to be completed by someone in the office – **Not** the employee hurt or injured. The preparer should take the info from the employee and then complete the form – it doesn't mean that you agree with the information but that you are reporting the information received.

All forms must be forwarded to HR at City Hall Room 306 either through interoffice mail or email (hrd@haverhillma.gov) and will be processed by HR online through the CCMSI site. If forms are filled out through the website, they can be saved as a new document and kept for reference on your computer.



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Please review the forms enclosed. They are available on the city website at:

http://www.haverhillma.gov/departments/human_resources/injury_forms.php or can be emailed upon request.

If you have any questions or problems, please contact us at:

- ❖ Denise McClanahan, HR Director (978) 374-2357 or dmcclanahan@haverhillma.gov
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